

SUPPORT SERVICES COURSE NO. 2

SIXTH WEEK (1A-13 Headquarters)

25X1A

Monday, 29 November 1965

25X1A

0830-0930

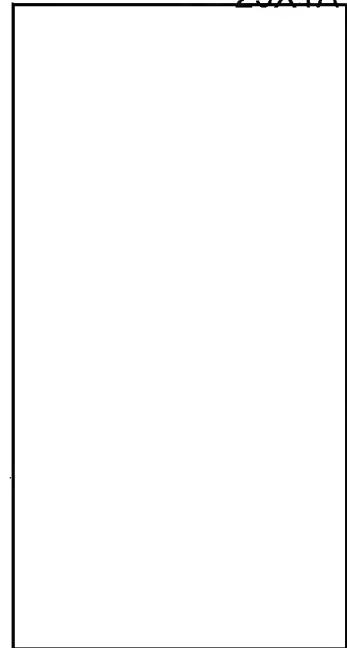


0930-1010 Reading: "Collection at Small Posts"

1020-1130 Discussion - Official Cover Problems  
(based on the above reading)

1230-1430 Registry Problem and Critique

1445-1700 Fitness Report Problem and Critique



11/4  
Conrad  
Wm

S E C R E T

25X1C

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Wednesday, 1 December 1965

25X1A

25X1

25X1

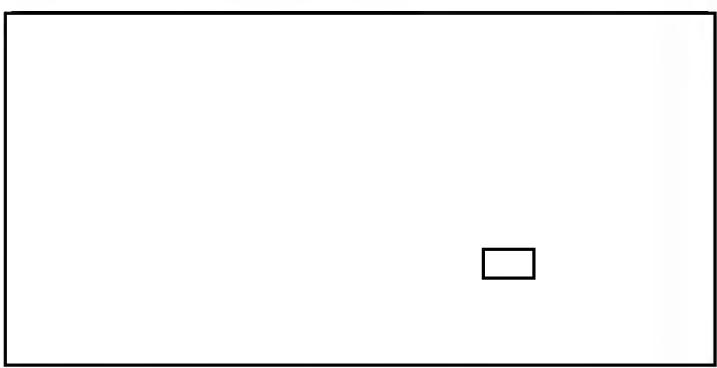
0830-1000	Employee Benefits. Medical and FECA Benefits. Specific benefits and services available to CIA personnel, e.g. insurance program, credit union, etc.
1010-1110	Proprietaries. Discuss the use of proprietaries in the Agency. Problems of setting up and administering. The role of DO/ <input type="text"/>
1120-1200	<input type="text"/> Case
1300-1450	<input type="text"/> Case and Critique, film
1500-1550	<input type="text"/> Case and Critique
1600-1700	Death Problem and Critique

25X1C

Thursday, 2 December 1965

25X1A

0830-0930



25X1A 0940-1040

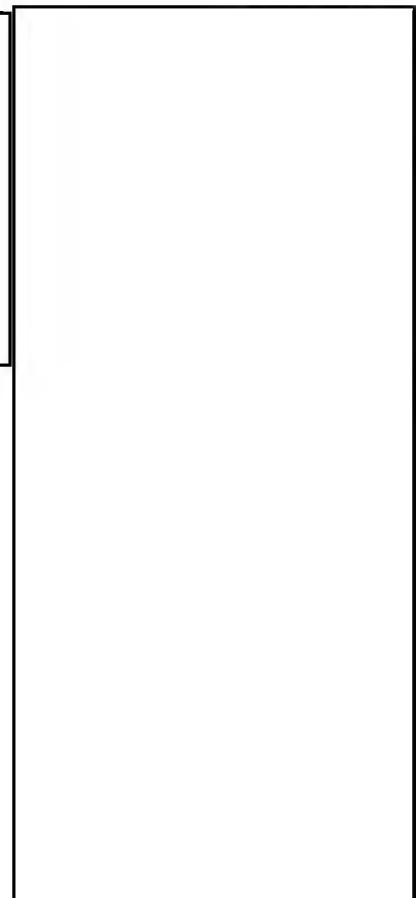


1050-1150

CIA and CS Retirement Programs.  
Description of Civil Service Retirement  
plan and schedules. Discuss the CIA  
retirement program and its affect on  
staffing of the Agency in the fore-  
seeable future.

1300-1400 The Chief of Station and his  
Support Officer.

1410-1700 Retirement Exercise



Friday, 3 December 1965

0830-1000	Study - Contract Reading	25X1A
1000-1200	Contractual Principles	
1300-1700	Contract Personnel Exercises and Critique	

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SUPPORT SERVICES COURSE NO. 2

SEVENTH WEEK (1A-13 Headquarters )

25X1A

25X1A

Monday, 6 December 1965

0830-1130 Allowances and Differentials: Briefing,  
Exercise and Critique

25X1A 1230-1540  Case

1550-1650 Office of Communications and Support  
Problems

Tuesday, 7 December 1965

25X1

0830-1700 Group A - Combination Locks and  
Safekeeping Equipment

0830-1700 Group B - Tour of Communications Facilities  
and Commo Briefing  
Tour of Records Center

1800-2200 Reception for Support Officers

Wednesday, 8 December 1965

25X1

0830-1700 Group B - Combination Locks and  
Safekeeping Equipment

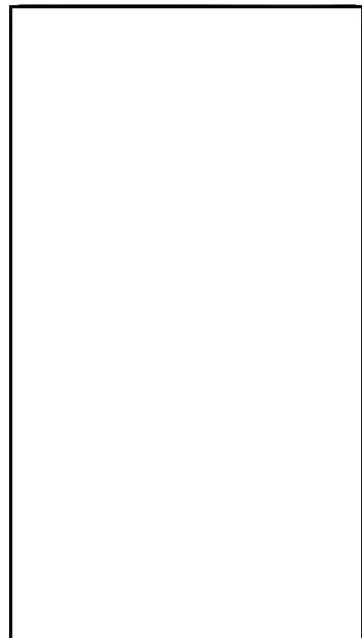
0830-1700 Group A - Tour of Communications Facilities  
and Commo Briefing  
Tour of Records Center

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Thursday, 9 December 1965 (1A-13)

25X1A

25X1A 0830-0930  Case and Critique



0940-1100 Tour of Signal Center  
1110-1200 Safe Areas, Vaults and Overseas  
Physical Security  
1300-1400 Civil Disturbances  
1410-1700 Vault and Safe Area Problem and  
Critique

25X1A Friday, 10 December 1965 (1A-13)

0830-1200 Field Trip -  Warehouse Office of Logistics  
  
1300-1500 Personnel Security Cases 25X1A  
  
Office of Security  
  
1510-1700 Introduction to Station Problem 25X1A

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## SUPPORT SERVICES COURSE NO. 2 EIGHTH WEEK (1A-13 Headquarters)

Monday, 13 December 1965

0830-1200	Station Planning Problem	OTR and CA Staff Reps
1300-1700	Station Problem	Staff

Tuesday, 14 December 1965

0830-1600	Station Problem	Staff
1610-1700	Critique	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Office of Training

Wednesday, 15 December 1965

0830-1600	Station Problem	Staff
1610-1700	Critique	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Deputy Chief of Support FE Division

Thursday, 16 December 1965

0830-1600	Station Problem	Staff
1610-1700	Critique	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Deputy Chief of Support WE Division

Friday, 17 December 1965

0830-1200	Station Problem	Staff
1300-1400	Concluding Remarks	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div> Deputy Director for Support
1400-1700	Course Critique and Final Administration	<div style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></div>